FEDERAL ELECTION COMMISSION
VACANCY ANNOUNCEMENT

Position Title and Grade	Who May Apply	Announcement No.
Information Technology Specialist (UNIX/Network Administrator) GS-2210-12/13 **Salary: $75,621 - $116,901**	**ALL US CITIZENS**	**14-004**
Organizational Location **Office of Chief Information Officer (Infrastructure Branch)**	**Opening Date** **January 23, 2014**	**Closing Date** **February 6, 2014 11:59 pm**
THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.		

THIS IS A PERMANENT, FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-13.

ABOUT OUR AGENCY:

The Federal Election Commission (FEC) is an independent regulatory agency with exclusive jurisdiction for the administration, interpretation, and civil enforcement of the Federal Election Campaign Act of 1971, as amended. The FECA requires disclosure of campaign finance contributions and expenditures by candidates for Federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The FEC also administers the Federal programs that provide public funding to qualified candidates for Presidential elections.

DUTIES:

The Federal Election Commission (FEC) is operating in a mixed UNIX - Microsoft Windows environment and enhancing LAN capabilities to handle the increased workload. We are looking for a UNIX engineer with network experience and the capability to manage and troubleshoot the network in this dynamic environment.

The position is located in the FEC's Infrastructure Branch in the Office of the Chief Information Officer (OCIO). The Infrastructure Branch is responsible for providing technical Information Technology (IT) support to the FEC primarily in the areas of Windows and UNIX Systems Administration and Communications and Network Services. At the full performance level, the incumbent serves as a Senior Computer Specialist providing direct assistance and support for one or more specialty areas that are essential to the IT activities of the FEC. The incumbent provides technical support to users of assigned systems and databases, and executes specific FEC written software and commercial, off-the-shelf software.

The Infrastructure Branch is seeking applicants with a minimum of 4 or more years of demonstrated high-level experience in UNIX (Solaris and Linux) Systems Administration and Network/LAN Management.

Position responsibilities include planning and coordination of the installation, testing, operation, troubleshooting, and maintenance of servers and network equipment.

- planning, scheduling and performing the installation of new or modified hardware/software;
- allocating system resources;
- managing accounts, network rights, and access to systems and equipment;
- monitoring the performance, capacity, availability, serviceability, and recoverability of installed systems;
- implementing security procedures and tools;
- resolving hardware/software interface and interoperability problems;
- ensuring systems functionality, integrity, and efficiency;
- maintaining systems configuration;
- managing the installation and integration of system patches, updates, and enhancements;
- working with vendors, contracting officer representatives, and others who are involved in assigned projects;
- analyzing and defining network requirements;
- configuring and optimizing network servers, hubs, routers, and switches;
- managing, configuring, and troubleshooting vlans;
- analyzing network workload;
- monitoring network capacity and performance;
- diagnosing and resolving network problems;
- Performing and managing enterprise system backup;
- Performing other related duties as assigned.

DESIRED EXPERIENCE:
- Symantec Net backup
- Cisco IOS, switches and routers
- Tomcat, Apache
- Knowledge of Windows networking, MS SQL, Cisco Routers, Cisco Pix Firewalls, sniffer technology, and switches highly desirable.
- College degree desired, but not required.

QUALIFICATIONS REQUIRED:

To qualify for GS-12, applicants must possess one full year of specialized experience equivalent to the GS-11 grade level in the normal line of progression in the federal service or equivalent experience in the private sector.

To qualify for GS-13, applicants must possess one full year of specialized experience equivalent to the GS-12 grade level in the normal line of progression in the federal service or equivalent experience in the private sector.

In addition, all applicants qualifying based on experience must have IT-related experience demonstrating each of the four competencies described below. Applicants must demonstrate possession of these competencies within the body of the resume; no separate statements addressing them are required.

- **Attention to Detail** - is thorough when performing work and conscientious about attending to detail.
- **Customer Service** - works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy

their expectations; knows about available products and services; is committed to providing quality products and services.

- **Oral Communication** - expresses information (e.g. ideas, facts) to individuals or groups effectively, taking into account the audience and nature of the information (e.g. technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- **Problem Solving** - identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives and to make recommendations.

HOW YOU WILL BE EVALUATED:

Category rating procedures will be used to rank and select eligible candidates.
The following quality categories will be used:

- **Best Qualified (99 – Above)**
- **Well Qualified (98 – 89)**
- **Qualified (88 – Below)**

Within each quality category, veterans' preference eligibles will receive selection priority over non-veterans.

Your final category placement will be based on your responses to the assessment questionnaire. Please ensure your resume provides enough detail to support your responses.
If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

BENEFITS:

FEC offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid Federal holidays. Other benefits may include: flexible work schedules, telework, and transportation subsidies. For more information on benefits, please visit **OPM's Healthcare and Insurance Website.**

OTHER INFORMATION:

- This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.
- As an Excepted Service Agency, the successful candidate may have to satisfy a two-year trial period, if applicable.
- This is a bargaining unit position.
- All standard government benefit programs apply.
- The incumbent may be eligible for a transit subsidy up to $130 per month.
- You must be a U.S. Citizen
- Males born after 12-31-59 must be registered for Selective Service.
- Direct Deposit of Pay is required.
- **Relocation** expenses will not be paid.

Veterans Preference. If you are entitled to veteran preference, you should indicate the type of veteran preference you are claiming on your resume.

In order to verify your veteran preference entitlement, please submit a copy of the Member Copy 4 of your DD-214 (Certificate of Release or Discharge from Active Duty); official statement of service from your command if you are currently on active duty; or other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that shows your military service was performed under honorable conditions.

In addition, if you are a disabled veteran, a Purple Heart recipient, or widow/widower of a veteran, the spouse of a disabled veteran or the natural mother of a disabled or deceased veteran, you must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and the other required documentation identified on the reverse side of the SF-15 to support your preference claim.

Veteran preference eligibles are listed ahead of non-veterans within each category for which they are qualified. In addition, qualified veterans with a compensable service-disconnected disability of 10% or more are placed at the top of the highest quality category (i.e., Best Qualified).

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing HR Office. Requests for reasonable accommodation are granted on a case-by-case basis.

REQUIRED DOCUMENTS:

1. Resume.

2. Veterans' Preference documentation, if applicable. Please indicate on your resume the type of veterans' preference you are claiming and provide the appropriate supporting documentation (DD-214 stating disposition of discharge or character of service (Member 4 Copy), VA letter, SF-15, etc.) to http://www.fedshirevets.gov/index.aspx

HOW TO APPLY:

To begin, create or log into your USAJOBS account, complete your profile and upload all required documents listed below. Once you complete this, click the "**Apply Online**" button on this Job Announcement and follow the prompts to complete the applicant questionnaire.

Application Deadline: You have until 11:59 p.m. EST (Eastern Standard Time) on the closing date of the announcement to complete and submit the online application.

WHAT TO EXPECT NEXT:

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.